

Attorney – Client Communication
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Contains material prepared by counsel and
May include advice of counsel

NOTICE OF CASE CLOSURE

Upon conclusion of the assigned file, complete and return this form via email to the DOJ Deputy Director of Litigation at LitDir@ag.state.la.us and to Lolethia T. Cotton, DOJ Case Manager at cottonl@ag.state.la.us and the appropriate section chief. Email is preferred, but if it is not available, the forms may be faxed or mailed as follows:

Lolethia T. Cotton
Case Manager
Department of Justice
Litigation Division
Post Office Box 94005
Baton Rouge, LA 70804-9005
Fax Number 225-326-6491

Houston T. Penn
Deputy Director of Litigation
Department of Justice
3rd Floor, Livingston Bldg.
1885 North Third Street
Baton Rouge, LA 70802
Fax No. 225-326-6490

CASE TYPE:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Road Hazards | <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> Medical Malpractice | <input type="checkbox"/> Inmate Litigation |
| <input type="checkbox"/> Auto Liability | <input type="checkbox"/> Jones Act | <input type="checkbox"/> Regulatory Liability | <input type="checkbox"/> Civil Rights |
| <input type="checkbox"/> Premises Liability | <input type="checkbox"/> Subrogation/Intervention | <input type="checkbox"/> Intentional Tort | <input type="checkbox"/> Employment Practices |
| <input type="checkbox"/> Land Owner Liability | <input type="checkbox"/> Constitutional Tort | | |

DOJ Case Number:

ORM Number:

CAPTION:

REASON FOR CLOSURE (ie.: Dismissal, Abandonment, and Judgment):

CONTRACT ATTORNEY: Tel. No.:

BILLING ATTORNEY: Tel No.:

DATE CLOSED:

DATE OPENED:

ATTORNEY'S FEES: \$
(total incurred)

EXPENSES: \$
(total incurred)

DATE:

Signature
Telephone No.: